



U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, D.C. 20416

**7(a) Delegated Authority Renewal Request Letter**

**To: [LENDER NAME] FIRS# [NUMBER] /Location ID [NUMBER]**

This letter will notify you that your entity's delegation of authority(ies) (PLP, SBA Express, Export Express, **and/or** PLP-EWCP and PLP-WCP (Working Capital Pilot), as applicable) will expire [DATE]. For continued participation as a delegated lender, the authority(ies) must be renewed. Criteria for delegated authority is contained in 13 CFR 120.440. The renewal process and requirements are further detailed in SOP 50 56 1. In summary, SBA will consider for example; the Lender's SBA performance history, the Lender's compliance with SBA Loan Program Requirements (as defined in 13 CFR 120.10) including SBA reporting requirements, the Lender's financial condition (e.g., as reported in the Lender's call report\* or Annual Report under 13 CFR 120.464) and enforcement actions or regulatory concerns of the Lender's primary federal and state regulators.

**Please provide responses to the following questions on your institution's letterhead, signed and dated by an authorized Lender official.**

- 1. Is the Lender in compliance with its primary federal and state regulators as prescribed under [13 CFR 120.410\(e\)](#)?**

☐ **Yes** ☐ **No**

If No, please provide a brief explanation.

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- 2. Is the Lender currently subject to a formal or informal enforcement action(s) or supervisory action(s) by its federal and/or state regulators? Respond to the extent permitted by your regulator.**

☐ **Yes** ☐ **No**

If Yes, please provide a brief explanation.

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- 3. Has the Lender been subject to a formal or informal enforcement action(s) or supervisory action(s) by its federal and/or state regulators within the last three years? Respond to the extent permitted by your regulator.**

☐ **Yes** ☐ **No**

If Yes, please provide a brief explanation.

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4. Have there been any significant changes to the Lender's organizational structure, management team, or Lender's 7(a) loan related origination, servicing, or litigation/liquidation procedures and practices since the last renewal (or nomination if this is the first renewal request)?

☐ Yes ☐ No

If Yes, please provide a brief explanation.

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5. Your Lender's current 7(a) contact information must be included below:

Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_  
Lender's Legal Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

Please Note: All requests for additional authority(ies) must be made through SBA in accordance with SOP 50 56, Section A, Ch. 1"

*I hereby certify that the above information provided is true and accurate to the best of my knowledge.*

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*Authorized Lender Official's Signature*

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*Date*

Please email your response on your institution's letterhead, signed and dated with  
[LENDER NAME AND FIRS NUMBER] Cert Letter in the subject line to [DelegatedAuthority@sba.gov](mailto:DelegatedAuthority@sba.gov)

**Note: Please DO NOT send originals via US mail or overnight courier and**

Thank you in advance for your assistance.

Sincerely,  
**7(a) Delegated Authority Team**  
US Small Business Administration  
Office of Credit Risk Management  
409 3<sup>rd</sup> Street S.W. – 8<sup>th</sup> Floor  
Washington, DC 20416  
[DelegatedAuthority@sba.gov](mailto:DelegatedAuthority@sba.gov)

**\*Please note that SBA considers whether the Lender has sufficient permanent capital to support SBA lending activities as prescribed under 13 CFR 120.410(a)(1).**

**\*\*In general, for information that has already been provided by a Lender but is unchanged, the Lender may certify that the information was already provided and is unchanged in lieu of resubmitting the information. The certification that must accompany this document's submission must also state to whom and on what date the information was provided to SBA.**

**\*\*\* Note: According to the Paperwork Reduction Act, you are not required to respond to any collection of information unless it displays a currently valid OMB Control Number. The number for this collection of information is 3245-0365. The total estimated time to respond to this collection of information, including gathering and maintaining the data needed, and completing and reviewing the collection of information, is 180 minutes. You may send comments or questions regarding this estimated time or any other aspect of this collection of information including suggestions for reducing the time or other burden to: Director, Records Management Division, 409 Third Street, S.W., Washington D. C. 20416, and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington DC 20503. PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**

**Disclosure of Information – Requests for information contained herein may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act, 5 U.S.C. §552. The Privacy Act, 5 U.S.C. §552a, authorizes SBA to make certain “routine uses” of information protected by that Act. One such routine use is the disclosure of information maintained in SBA’s system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement, or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks but only to the extent the information is relevant to the requesting agencies’ function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.**